

No. DJA/GAD/Contract for Housekeeping/2018-2019/22

NOTICE INVITING TENDERS

FOR PROVIDING

HOUSEKEEPING AND SANITATION SERVICES

DELHI JUDICIAL ACADEMY

(High Court of Delhi)

SECTOR – 14, DWARKA

NEW DELHI - 110078

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[\(http://judicialacademy.nic.in/\)](http://judicialacademy.nic.in/)

NIT FOR OUTSOURCING OF SANITATION AND HOUSEKEEPING

SERVICES THROUGH E - TENDER

Tender id : 2018_DJA_161004_1

1. SCHEDULE OF TENDER:

E-Tenders are invited in two Bid system from well established Companies/Partnership firms/Proprietorship firms (hereinafter referred as the ‘ **Bidder**’) to provide sanitation and housekeeping services at Delhi Judicial Academy, Sector-14, Dwarka, New Delhi. (**hereinafter referred as 'the Academy'**).

The schedule of the tendering process is as under:-

Mode of Tendering	Two-Bid System i.e. Technical Bid and Financial Bid
Last Date & Time for Submission of Bids alongwith EMD Online	14.11.2018 upto 11:00 A.M.
Last Date & Time for Submission of documents in Tender Box at Delhi Judicial Academy	14.11.2018 upto 12:00 Noon
Date and Time for opening of Technical Bid	14.11.2018 at 03:00 P.M.
Date and time for opening of Financial Bid	Date & Time to be notified separately

Estimated Cost

:Rs.72,00,000 /- (Rupees Seventy Two Lakhs only) (approx.)

Earnest Money Deposit (EMD)

:Rs.1,44,000/- (Rupees One Lakh Forty Four Thousand only)

2 PERIOD OF CONTRACT:

2.1 The period of contract to be entered for providing housekeeping and sanitation services will be one year from the date of entering into the contract extendable on the same rates and terms and conditions for such term(s) as may be agreed upon but not beyond another one year.

3 AVAILABILITY OF TENDER DOCUMENT AND SUBMISSION OF BIDS:

- 3.1 The Tender Document alongwith the terms and conditions can be downloaded from the Delhi Govt. portal for e-procurement <https://govtprocurement.delhi.gov.in> and also from the website of Delhi Judicial Academy judicialacademy.nic.in
- 3.2 Instructions to the Bidders to submit the Bids are available on the Delhi Government portal for e-Procurement at <https://govtprocurement.delhi.gov.in>
- 3.3 The Bidder interested in participating in e-tender must be registered with e-procurement portal of Delhi Govt. and also have Class II or Class-III Digital

Certificate / Signatures from one of the authorized agencies of the Controller of Certifying Authorities (CCA), Government of India. The list of certifying authorities is available at <http://cca.gov.in>.

- 3.4 The interested Bidders shall submit the tender alongwith duly self attested scanned copies of all the necessary documents online at (<https://govtprocurement.delhi.gov.in>) in two Bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders submitted in any other manner shall not be accepted.
- 3.5 The Bidders shall bear all costs associated with the preparation and submission of the Bids.

4 EARNEST MONEY DEPOSIT

- 4.1 The Earnest Money Deposit (EMD) to be deposited of Rs.1,44,000/- (Rupees One Lakh Forty Four Thousand only) shall be in the form of Fixed Deposit from a Nationalized/ Scheduled Commercial Bank in favour of **DDO, Delhi Judicial Academy, New Delhi'**. The Bid Security should be valid for a period of 180 days from the submission date of tender. Bids received without the EMD having been deposited in physical form with the Academy by the date and time given in the schedule shall be rejected summarily. EMD of unsuccessful bidder will be returned after the award of contract.

- 4.1.1 A Firm seeking exemption from submission of EMD, shall submit documents in support of such claim and a declaration that in case it withdraws or modifies its bid during the period of Bid Validity or in case of it being awarded the contract and failing to sign the contract or submit the Performance Security before the deadline defined in the Bid Document, the Academy would be within its right to forbid such bidder for a period of two years or less, as it may consider appropriate, from participating in Bids invited by the Academy from time to time.

4.2 SUBMISSION OF UNDERTAKING IN ANNEXURE VI IN PHYSICAL FORM

- 4.2.1 Bidder shall submit the Undertaking as given in Annexure-VI in physical form by the date and time given in the schedule. Undertaking not received by that date and time shall result in the rejection of the Bid summarily.

5 FORFEITURE OF EMD

- 5.1 The earnest money deposited shall stand forfeited in the following circumstances:
- (i) If the Bidder withdraws his Bid during the period of Tender validity specified in the Form of Tender; or
 - (ii) If the Bidder refuses to accept the corrections of errors in his Bid; or
 - (iii) If the Bidder having been notified of the acceptance of his Bid by the Academy during the period of tender validity and (a) fails or refuses to furnish the Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para 1 of the tender document.
 - (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
 - (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

6 VALIDITY OF BIDS

6.1 Bids submitted shall remain valid for a period of 120 days from the last date of submission of Bid. The Academy reserves the right to extend the validity period, if so required.

6.2 LATE AND DELAYED TENDERS

6.2.1 Any EMD/Undertaking received by the Academy after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the Bidder.

6.2.2 The Academy may, at its discretion, extend the deadline for submission of Bids in which case all rights and obligations of the Academy and the Bidder will remain the same.

6.3 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

6.3.1 The Academy is not bound to accept any Bid and may at any time by notice in writing to the bidders terminate the tendering process.

6.3.2 The Academy may also terminate the contract subsequent to the awarding of contract if it is found that the contractor is black listed on previous occasions by any Govt. Department/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc.

6.3.3 The Academy may terminate the contract in the event the successful Bidder fails to furnish the Performance Security or fails to execute the contract.

7 INSPECTION OF SITE BEFORE SUBMISSION OF BIDS

7.1 The Bidders before submission of the Bids shall be at liberty to visit and inspect the site and make enquiries/seek clarifications with regard to the nature and scope of work with prior intimation, if they consider it so necessary.

8 ELIGIBILITY OF BIDDERS

8.1 ELIGIBILITY AS TO FINANCIAL CAPABILITY AND NATURE OF BUSINESS

8.1.1 The Bidder must have been in the same/similar kind of business for at least last three years and having annual average turnover of Rs.,28,80,000/- (Rupees Twenty Eight Lakhs Eighty Thousand Only) during the last three financial years i.e. 2015-16, 2016-17, 2017-18 in the books of accounts.

8.2 ELIGIBILITY AS TO EXPERIENCE

8.2.1 The Bidder should have the experience of completion of similar works in any of the Departments/ Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

(a) Three similar completed works costing not less than the amount of 40% of the estimated cost i.e.Rs.28,80,000/- (Rupees Twenty Eight Lakhs Eighty Thousand Only) or

(b) Two similar completed works costing not less than the amount of 50% of the estimated cost i.e. Rs.36,00,000/- (Rupees Thirty Six Lakhs Only)

or

(c) One similar completed work costing not less than the amount of 80% of the estimated cost i.e Rs.57,60,000/- (Rupees Fifty Seven Lakhs and Sixty Thousand Only)

8.3 REQUIREMENT AS TO REGISTRTRION WITH PUBLIC AUTHORITIES ETC.

8.3.1 The Bidder must have:

- i) Permanent Account Number (PAN)

- ii) GST Registration Certificate.
 - iii) Registration with ESI and EPFO.
 - iv) Registration with any such Authorities as may be required under any other law in force
- 8.4 The agency which is providing security service to the Academy cannot participate in this tender due to security reason.

9 RATES AND PRICES

- 9.1 Rates quoted by Bidders should be firm and final.
- 9.2 Bidders shall quote the rates in the format given at Annexure-I. (No erasing or overwriting permissible).
- 9.3 Rates quoted will include all statutory obligations of the Bidder under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, Bonus, Cost of uniform of personnel deployed by the Bidder, all kinds of taxes, service charges etc.
- 9.4 The rate quoted will be for per square mtr. If the minimum wages are revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
- 9.5 Rates quoted will be excluding GST. GST (as applicable) shall be extra over and above the quoted rates and will be paid or reimbursed (as the case may be) by the Academy on production of proof of submission of GST.

10 SCANNED COPIES OF DOCUMENTS REQUIRED TO BE UPLOADED WITH THE TENDER

NOTE:- Please submit all the documents with a Index – documents properly page numbered and arrange in order as required below.

- 10.1 Bidder shall be required to submit self attested legible scanned copies of the following documents:-
- i) Certificate of Registration under Companies Act, in case the Bidder is a Company.
 - ii) Certificate of Registration under the Partnership Act of the partnership firm, in case the Bidder is a Partnership Firm registered under the Partnership Act.
 - iii) Copy of the Permanent Account Number.
 - iv) Copy of ESI Registration No.
 - v) Copy of GST Registration No.
 - vi) Copy of EPF Registration Number
 - vii) Copies of Income Tax Returns for the Assessment Year 2016-2017, 2017-2018 and 2018-2019.
 - (viii) Copy of EPF Account Number, (**in case it is different from EPF Registration No at Sr. No. vi above**)
 - (ix) Copies of audited balance sheets corresponding to the Income Tax Assessment Years 2016-2017, 2017-2018 and 2018-2019.
 - (x) Copies of documents in support of eligibility as referred to **in Para No 8.1.1**
 - (xi) Copies of completion/experience certificate in support of eligibility as referred to **in Para No 8.2.1**
 - (xii) Copies of documents showing the registered business address, in case Bidder is a Company under the Companies Act.
 - (xiii) Copies of documents showing the names, official and residential address of the Directors in case Bidder is a Company registered under the Companies Act.
 - (xiv) Copies of documents showing the registered business address of a Firm, registered under the Partnership Act.

- (xv) Copies of documents showing the names and address of the registered Partners of the Partnership firm, in case Bidder is a Partnership firm registered under the Partnership Act.
- (xvi) Copies of documents showing the address of the place of business, in case Bidder is a Proprietorship Firm.
- (xvii) Copies of documents showing the residential address of the Proprietors, in case Bidder is a Proprietorship Firm.
- (xviii) Copy of letter of Authority, authorizing a person (s) to represent the Bidder during the tendering process giving his/her full name, designation, address, contact no and attested passport size photograph.
- (xix) Financial Bid (Annexure I)
- (xx) Copy of Earnest Money Deposit (EMD)
- (xxi) Technical Bid (Annexure II)
- (xxii) Copy of Undertaking (Annexure VI)
- (xxiii) Checklist (Annexure V)
- (xxiv) Copy of ISO certificate, if any,
- (xxv) Copy of Declaration (Annexure X)
- (xxvi) Documents if any, in support of additional information supplied in reference to item No. 20 of Technical Bid Annexure II
- (xxvii) EMD as demanded in the NIT or copy of document in support of claim of seeking exemption from submission of EMD alongwith a declaration as per clause 4.1.1 above.

10.1.2 **DOCUMENTS TO BE SUBMITTED OFFLINE IN ORIGINAL:**

The Bidder shall deposit the following original documents in a separate sealed envelope in the tender box kept at the reception counter of Delhi Judicial Academy on or before the date and time given for the submission of Tender. Documents not received by that date and time shall result in the rejection of the Bid summarily:-

- a. EMD in a sealed cover and
- b. Undertaking as per Annexure 'VI' in original.
- c. Declaration as per Annexure 'X' in original.

11 EVALUATION OF BIDS

11.1 TECHNICAL BID

11.1.1 Technical Bids will be opened in the presence of the representatives of the Bidder, if any. The Technical Bids will be evaluated by the Purchase Committee of the Academy.

11.2 FINANCIAL BID

11.2.1 Financial Bids of only technically qualified Bidders will be opened by the Purchase Committee of the Academy in the presence of the representatives of Bidders, if any.

11.2.2 If in the price structure quoted, there is any discrepancy between the unit price and total price, the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the Purchase Committee there is an obvious misplacement of decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

11.2.3 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

11.2.4 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to 11.2.2 and 11.2.3 above.

11.3 CLARIFICATIONS

11.3.1 The Purchase Committee while evaluating the Technical Bid or the Financial Bid will be at liberty to ask the Bidder(s) to produce the original(s) of the scanned documents uploaded at the time of submission of bids online for getting clarification(s), if any, in case of doubt.

12 EXECUTION OF AGREEMENT AFTER THE AWARDING OF CONTRACT

12.1 The successful Bidder will be required to execute an agreement in the form specified in Annexure-VII within a period of 30 days from the date of issue of Letter of Offer.

13 PERFORMANCE GUARANTEE

13.1.1 The successful Bidder shall furnish a Performance Guarantee for an amount equal to five percent (5%) of the value of contract on or before the signing of the contract.

13.1.2 EMD of successful Bidder shall be refunded/ returned after receipt and acceptance of the Performance Guarantee towards full Performance Security in the valid format. EMD of unsuccessful Bidders shall be refunded/ returned after award of work to the successful Bidder.

13.1.3 The Performance Guarantee provided by the successful Bidder should be in the form of a Fixed Deposit from a Nationalized/ Scheduled Commercial Bank. The same shall be initially valid for a period of eighteen months from the date of signing i.e. for at least six months longer than the anticipated expiry date of the contract. The same shall be further extendable for such period for which the contract may be extended at the cost of the Contractor.

13.1.4 In the event of a breach of contract by the Contractor, the Performance Security will be forfeited and credited to the Academy.

13.2 E&OE

13.2.1 In case at any point of time it is found that there had been over payment made by the Academy to the Contractor, the same shall be recoverable from the Contractor. Similarly, if at any point of time any under payment is discovered by the Academy to the Contractor, the Contractor will be within its right to point out the same to the Academy and recover the same.

14 TERMINATION

14.1 Academy reserves the right to terminate the contract at any time without assigning any reason by giving a one month written notice. In case however, the services are found to be unsatisfactory and no improvement made after the deficiency in service having been brought to notice orally or in writing, Academy would be at liberty to terminate the contract forthwith without calling for any further explanation, without prejudice to the right of the Academy to impose any penalty in terms of this tender document and to recover the additional cost, including the forfeiture of the Performance Security, which the Academy may have to bear on account of engaging any other agency for providing the services.

15 PENALTY CLAUSE - DEDUCTIONS FOR COMPLAINTS/ UNSATISFACTORY SERVICES

15.1 The Academy may impose the penalties in the manner herein below in case:

15.1.1 Any of Contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of sanitation staff/supervisors absent on that

particular day shall be levied by the Academy and the same shall be deducted from the Contractor's bills.

- 15.1.2 Any of Contractor's personnel deployed under the contract fails to report in time and Contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 16.1 shall be levied.
- 15.1.3 Any complaint is received with regard to the misconduct/misbehavior, a penalty of Rs.500/-for each such incident shall be levied and the same shall be deducted from Contractor's bill. (Further the concerned Contractor's personnel shall be removed from the system immediately).
- 15.1.4 The Contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Academy reserves the right to impose the penalty as detailed below:
- i) 20% of cost of order/agreement per week, upto four weeks delays.
 - ii) After four weeks delay the Academy may cancel the agreement and get this job to be carried out preferably from another agency from open market. The difference, if any, will be recovered from the Contractor and in addition to it also shall be black listed for a period of four years from participating in such type of tender and his earnest money/ Performance Security Deposit may also be forfeited, if so warranted.
- 15.1.5 If cleanliness is not observed to the satisfaction of the Academy in respect of the objects to be cleaned such as furniture, grills and window panes etc. and the floors, the Academy may impose the penalty (ies) as follows:-
- i) In case of object(s) Rs.100./- per day till the object(s) is/are cleaned to the satisfaction of the Academy
 - ii) In case of floor(s) Rs.10/- per square mtr. till the area of the floor to be cleaned is cleaned to the satisfaction of the Academy
- 15.1.6 The Chairperson of the Academy and in his/her absence Director (Academics)/Director (Admin.) in his/her discretion may however, reduce/waive off the penalty amount on a representation being made if there are some mitigating circumstances brought to his/her notice.

16 OTHER CONDITIONS

- 16.1 Conditional Tenders/ non compliance of any conditions set in tender document shall render the Bid to be summarily rejected.
- 16.2 Any information supplied by the Bidder, if discovered to be not correct, at the stage of the opening of the Technical Bid or Financial Bid would result in the immediate rejection of the Bid of the Bidder. In case, the information is not found to be correct at any other later stage, i.e. in case of the contract having been awarded to such Bidder, the Academy will be in its right to immediately terminate the contract, besides forfeiture of Performance Security and taking any civil or criminal action, as it may consider appropriate at the risk, cost and consequences of the Bidder.
- 16.3 After the contract has been awarded to a Bidder, hereinafter referred to as 'Contractor', the Contractor -
- i) Shall be responsible for making available the workers, supervisor, material and machinery in time and in case of its failure to do so, Academy shall have the right to have the work done at its expenses and deduct the expenditure so incurred from the payments to be made to the Contractor, independent of the penalty which may be imposed on the Contractor in terms of the Tender Document.

- ii) Shall supply to the Academy before or at the time of deployment of every Personnel following details:
 - a) Name of the personnel
 - b) Address :
 - c) Contact No:
 - e) Bank Account No.:
 - f) Bank address and telephone No:
 - g) Email address (if any)
- iii) Shall take all necessary steps to ensure that in carrying out the Housekeeping work, the staff of the Academy would be put to least inconvenience and also the usual working of the office is not disrupted.
- iv) Shall not further give this contract in part or full to any other sub-contractor.
- v) Shall not allow its employees to take out or avail any item of the Academy without the explicit written Authority of the Branch Incharge (GAD of the Academy).
- vi) Shall also provide additional Personnel on the same terms and conditions for duty in case so directed by the Academy to meet the special requirement in any circumstances.
- vii) Shall submit (Fidelity Bond) after the contract been awarded as described in the Tender Document to indemnify against any loss/damage sustained during the period of contract caused by its personnel.
- viii) Shall ensure that it will comply with the Labour Laws Rules, Orders and Notifications issued by the Central Govt./State Govt./Local Authority from time to time as may be applicable to it.
- ix) Shall maintain all records/registers required to be maintained by it under various Labour laws to meet the statutory requirement. Such documents amongst others shall include:
 - a) Muster Roll
 - b) Register of Wages
 - c) Register of Deductions
 - d) Register of Fines
 - e) Wage Slip
 - f) Register of Advances
- x) Shall submit periodically reports/returns to the statutory authorities wherever required
- xi) Shall provide kits/ livery tools as required by the tender and also, if anything else is required under any law.
- xii) In case of any personnel engaged by the contractor misbehaves with any of the officials of the Academy, contractor shall replace such personnel immediately, without any question asked, in a maximum of two days of making the complaint to the Contractor in this regard.
- xiii) Shall not engage any personnel below the age of 18 years and above the age of 60 years.
- xiv) Shall issue appointment letters to the personnel deployed under the contract at the Academy with a copy thereof being supplied to the Academy for record.
- xv) Shall keep the Academy informed without any delay of any replacement made by the Contractor of any of the personnel deployed at the Academy.
- xvi) Shall be liable and responsible to provide all the benefits to the personnel deployed by it at the Academy such as Provident Fund, ESI, Bonus, Gratuity, leave etc.
- xvii) Shall get the antecedents of the Personnel engaged by it verified from the Local Police Authorities and submit the verification report to the Academy at the time of deployment or soon thereafter in any case not later than one month.

- xviii) Shall pay the monthly wages to the personnel through ECS and submit the details/proof of payment in the Academy alongwith the bill.
- xix) Shall ensure that no amount by way of commission or otherwise is deducted and recovered from the wages.
- xx) Shall provide necessary insurance coverage to its personnel at its own cost keeping in view the scope of work and material to be handled by them, engaged in the execution of this contract, so as to hold the Academy non-labile for any act of contractor's personnel in case of any accident/mishap including death.
- xxi) Shall deploy adequate number of personnel for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The contractor shall be responsible for payment of overtime wages to its personnel if any, in case they are required to work beyond the prescribed hours under law.
- xxii) Shall provide proper uniform and identity cards to its personnel duly signed by it or an authorized person on its behalf at its own cost.
- xxiii) Shall give replacement in the event of absence of any of its personnel.
- xxiv) **Contract shall submit a valid license under Contract Labour (Regulation & Abolition) Act, 1970 and copy of registration under Contract Labour (Regulation & Abolition) Act 1970 after award of work.**

17 TERMS OF PAYMENT

- 17.1 Payment will be released subject to satisfactory performance of services on the submission of bills with supporting documents. For the release of payment, following documents are required:
- a) Proof/ Certificate of deposit of all mandatory / statutory levies like EPF/ ESI etc. (with a list of individual names and amount deposited in their accounts.)
 - b) Proof/ Certificate of payment to the sanitation staff for the jobs completed during the previous month.
 - (c) Copy of Attendance Register
- 17.2 The Contractor will maintain the register showing day to day deployment of its personnel. This register shall be opened to inspection at any time by any of the officials of the Academy authorized orally or in writing.
- 17.3 The Contractor shall give an undertaking on a format to be supplied by the Academy, countersigned by the concerned official of the Academy, regarding payment of wages to its personnel deployed at the Academy.
- 17.4 The Contractor shall ensure that the dues including the salary are paid to the Personnel deployed by it at the Academy in time and inform the Academy. It is made clear that such payments shall not be stopped or delayed for any reason including delay in settlement of its bills at the end of the Academy for whatever reasons.
- 17.5 The Academy shall be within its right to call for any record which it may require to cross verify the payments being made to the Personnel or for any other purpose which it may consider appropriate.
- 17.6 Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor in accordance with the provisions of the relevant Acts as applicable.

18 SHIFTS OF DUTY

- 18.1 The deployment of staff will be at the direction of the Academy which would be in two shifts depending on the requirement.

19 INTERPRETATION OF THE TERM OF THE TENDER DOCUMENT/CONTRACT

19.1 In case of any disagreement with regard to any matter relating to the interpretation of tender document and the contract the decision of the Academy shall be final.

19.2 RESOLUTION OF DISPUTES

19.2.1 In case of any dispute relating to any matter arising out of the contract executed between the parties, the Contractor shall before taking any legal action approach the Chairperson of the Academy and in his/her absence Director (Academics)/ Director (Admin.) for amicable resolution of the dispute. In case the dispute does not get resolved, the dispute shall be referred for mediation/ conciliation to any of the established Mediation Centers in Delhi as may be agreed upon.

20 DISPUTES INTER-SE HOUSEKEEPING PERSONNEL EMPLOYED AND THE HOSKEEPING AGENCY

20.1 It shall be the responsibility of the Contractor to maintain good working relationship with the Personnel employed and deployed by it at the Academy. In case of any dispute between such personnel and the Contractor, the Contractor shall resolve such disputes expeditiously without affecting the Housekeeping services being provided by it to the Academy.

21 JURISDICTION OF COURTS

21.1 All disputes shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Courts in Delhi.

21.2 After award of the contract, the Bidder shall be required to enter into a Contract with the Academy on the terms and conditions as detailed in the tender document.

Director (Administration)

PRICE BID/FINANCIAL BID**A) Area of Administrative Block & Club House**

Sr. No.	Description of work	Area covered/ Unit Sq. M.	Frequency/ Periodicity	Rate per Square metre (in Rs.) (in Words and figures)	Monthly amount (in Rs.) (in words and figures)
1	Sweeping in covered area	252	Once in a day and as and when required.		
2	Scrubbing, wet cleaning of floor, passages and different types of floor area provided in different rooms and stair cases of the building.	5476	Once in a day and as and when required.		
3	Sweeping open space like roads, courtyards, garage, parking lots, etc.	1000	Once in a day and as and when required.		
4	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc. attached thereto.	604	Twice a day. Toilets – 74		
5	Sweeping/cleaning/wet mopping of main hall of canteen/kitchen/ pantry	307	Twice a day.		
6	Cleaning of mirrors, urinal pots, wash basins in toilets and bath rooms.	Per 100 Items	Twice in a day. (Total– Approx. 200)		
7	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures	Per 100 Items	Daily and as and when required. (Total number of doors = 94 approx., glasses fixed to the doors = 34 approx, window frames and window glasses=500)		
8	Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors/ Fire detection panel, etc.	Per 100 Items	Once in a fortnight. (Total – Approx. 200)		
9	Cleaning of Indoor light fittings/External light fittings and accessories.	Per 100 Items	Once in a week and as and when required. (Total Number –		

			Approx. 1000)		
10	Cleaning of switch boards/panels/distribution boards/fans/exhaust fans and accessories	Per 100 Items	Once in a week and as and when required. (Total Number – Approx. 1000)		
11	Pest control/Rodent control/Mosquito control	(Entire Area mentioned above from Sl. 1 to 5)	Once in a fortnight and as and when required (before/ after Office hours		

B) Area of Judicial Hostel.

Sr. No.	Description of work	Area covered/ Unit Sq. M.	Frequency/ Periodicity	Rate per Square metre (in Rs.) (in Words and figures)	Monthly amount (in Rs.) (in words and figures)
1	Sweeping in covered area (Basement)	1365.11	Once in a day and as and when required.		
2	Scrubbing, wet cleaning of different floors of Hostel, passages and different types of floor area provided in different rooms.	4741.41	Once in a day and as and when required.		
3	Scrubbing, wet cleaning of floor, passages, verandah / corridor/ stairs case / lift lobby of the building.	1387.02	Twice in a day and as and when required.		
4	Sweeping/washing of terrace roads, courtyards, garage, parking lots, etc.	2864.49	Once in a day and as and when required.		
5	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc. attached thereto.	306.24	Twice a day. Toilets – 91		
6	Sweeping/cleaning/wet mopping of Recreational Hall / Party Hall /kitchen/ pantry	373.02	Twice a day and as and when required.		
7	Wet Cleaning of glass walls/window panes (at 4 th floor)	41.8	Once a day		
8	Cleaning of different types of doors/window frames/glasses fixed to	Per 100 Items	Daily and as and when required. (Total		

	the doors, windows and fixtures		number of doors = 94 approx., glasses fixed to the doors = 34 approx, window frames and window glasses=500)		
9	Cleaning of mirrors, urinal pots, wash basins in toilets and bath rooms.	Per 100 Items	Twice in a day. (Total– Approx. 200)		
10	Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors/ Fire detection panel, etc.	Per 100 Items	Once in a fortnight. (Total – Approx. 100)		
11	Cleaning of Indoor light fittings/External light fittings and accessories.	Per 100 Items	Once in a week and as and when required. (Total Number – Approx. 1000)		
12	Cleaning of switch boards/panels/distribution boards/fans/exhaust fans and accessories	Per 100 Items	Once in a week and as and when required. (Total Number – Approx. 1000)		
13	Pest control/Rodent control/Mosquito control	(Entire Area mentioned above from Sl. 1 to 6)	Once in a fortnight and as and when required (before/after Office hours		

Total Rs. _____

Total in Words _____

Note:-

- i) Bidder shall provide uniformed and trained personnel and use its best endeavour to provide sanitation and housekeeping services to the Academy for providing neat and clean environment. Rates quoted will include all statutory obligations of the Bidder under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the Bidder, Service Charges, etc. of the Bidder. The rate quoted will be excluding of GST and for per square metre. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
- ii) The offers/Bids which are not in compliance of Minimum Wages Act and any other Labour Laws will be treated as invalid.
- iii) The bidder which quotes the overall lowest rates in the price bid above shall be awarded the contract. In case 2 or more bidders quote the same rates, the lowest bidder shall be selected as per Annexure 'XI'. The decision of the Purchase Committee shall be final in this regard.

- iv) The contract is for one year extendable by another one year on the same terms and conditions subject to approval by competent authority.
- v) The area and number of articles shown above is indicative and the actual quantity may vary.
- vi) The Bidders may quote the rates with the cleaning material of ISI specifications.
- vii) All the columns shall be clearly filled in ink legibly or typed. The Bidder should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the Bidder shall disqualify the tender. The Bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

Date
Place

(Signature of the authorized person)

Name
Address
seal

DELHI JUDICIAL ACADEMY

Integrated Complex for Delhi Judicial Academy & National Law University

Delhi Sector-14, Dwarka, New Delhi-110078

Ph. 28036683, 28036684

Website: www.judicialacademy; E-mail: dja@nic.in**TECHNICAL BID**

1. Name of the Bidder
If Bidder is a Company-
 - a) Its registration No. under the Companies Act
 - b) Its registered address
 - c) Address where it is carrying out its business
 - d) Its official telephone No (s)
 - e) Its e-mail ID
 - f) Its website address, if any
2. If Bidder is a Company-
 - a) Name of its Directors with their parentage
 - b) Their telephone No(s) including Mob. Nos.
 - c) Their residential addresses
 - d) Their e-mail IDs
3. If Bidder is a Partnership Firm-
 - a) Its registration No.
 - b) Its registered address
 - c) Address where it is carrying out its business
 - d) Its official telephone No (s)
 - e) Its e-mail ID
 - f) Its website address, if any.
4. If the Bidder is a Partnership Firm-
 - a) Name of its Partners with their parentage
 - b) Their telephone No(s) including Mob. Nos.
 - c) Their residential addresses
 - d) Their e-mail IDs
5. If the Bidder is a Proprietorship Firm-
 - a) Its business address, telephone No, email-ID, website, if any.
 - b) Name of its Proprietor with his/her parentage
 - c) His/her Telephone No (s) including valid mobile Nos
 - d) His/ her residential addresses
 - e) His/her e-mail IDs
6. Permanent Account Number
7. Goods & Service Tax Registration Number
8. ESI Registration Number
9. EPF Registration Number
10. EPF Account Number, **(in case it is different from EPF Registration No at Sr. No. 10 above)**
11. Registration number under Contract Labour (R&A)Act, 1970

12. Details of the Assessed Income and Tax paid for
the Assessment year 2016-17, 2017-18 and 2018-19
13. Details of the annual turnover and profits earned as per
The Audited Balance Sheets corresponding to the Income
Tax Assessment Year 2016-17, 2017-18 and 2018-19
14. Details of the documents submitted as to the Financial
Capabilities referred in para No 8.1.1
15. Details as to experience referred in para No. 8.2.1
16. Letter of Authority, authorizing a person(s)
to represent the Bidder during the tendering
process giving his full name, designation, address,
contact no.
17. Details of Bid Security deposited:
(a) Amount (Rupees in words also)
(b) FD No.
(c) Date of issue
(d) Name of issuing authority
19. Details of ISO Certification (If any)
20. Any other information
21. Whether Undertaking has been uploaded Yes - No
as per annexure -VI

Declaration:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date
Place

Name and Address
(with seal)

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SCOPE OF WORK OF THE CONTRACTOR

The Contractor shall provide the sanitation/housekeeping services at Delhi Judicial Academy, New Delhi

Though not limited to the scope of work shall include:

- a) Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminium grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, staircase, associated bathrooms and toilets of Office on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any.
- b) Washing, cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
- c) Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.
- d) Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthaline balls, room fresheners, Tissue paper (Toilet Tissues paper & Hand Tissue paper) etc. to maintain hygienic atmosphere.
- e) Cleaning and maintenance of all the drains within the compound of the Academy.
- f) Supply of suitable and adequate number of dustbins, and their cleaning.
- g) Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Academy in all covered and open area.
- h) Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
- i) Cleaning of all lighting, ceiling fan, pedestal fan, wall mounted fan, indoor as well as outdoor, and electrical fixtures.
- j) Cleaning of drinking water coolers, water filters etc.
- k) Cleaning of lifts (all components).
- l) Cleaning of fire-fighting equipments, CCTV and public address systems, etc.
- m) Cleaning of all miscellaneous equipments as available or being provided from time to time.
- n) The cleaning of sofa etc. with modern gadgets at least once a week.
- o) Sweeping/Cleaning and wet mopping of all areas shall be done twice a day.
- p) Cleaning of wooden floors, wall paneling, desks, chairs.
- q) Cleaning and polishing the marble flooring, tiles flooring.
- r) Any other provisions as advised by the Academy may be incorporated in the agreement. The same shall also be binding on the Contractor.

2 WASTE DISPOSAL MANAGEMENT

- 2.1 The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the Contractor will arrange for disposal of garbage at such a place as may be permissible by local Municipal Corporation.

DELHI JUDICIAL ACADEMY

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Sector-14, Dwarka, New Delhi-110078

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DETAILS OF AREA TO BE CLEANED**ADMINISTRATIVE BLOCK, DJA**

Sl. No.	Details of Floors	Area which requires sweeping, Wet cleaning and scrubbing once in a day (sq.m)	Toilets and passages which require cleaning twice a day (sq.m.)	Only sweeping once in a day (sq.m.)
1.	Ground Floor	84	44+15	252
2.	Second Floor	272+1603	103	-
3.	Third Floor	594	118	-
4.	Fourth Floor	562	106	-
5.	Fifth Floor	631	106	-
6.	Sixth Floor	284+50	50	-
7.	Lawns, Parking lots and other open areas.	1000	-	-
8.	Main Hall of Canteen/Kitchen/Pantries	192+39	-	-
9.	Staircase & Lift Lobby	1011 & 255	-	-
10.	Varandah/Corridor in the building	-	916	-
CLUB HOUSE, DJA				
11.	Basement	-	-	463
12.	Ground Floor	-	36	-
13.	First Floor	-	60	-
14.	Second Floor	-	10	-
15.	Lawns, Parking lots and other open areas.	-	-	-
16.	Main Hall of Canteen/Kitchen/Pantry	76	-	-
17.	Recreational Hall/Party Hall	482+211+152	-	-
18.	Varandah/Corridor	254	-	-

19.	Staircase & Lift Lobby	130	-	-
Judicial Hostel				
20.	Basement	-	-	1365.11
21.	Hostels	4741.41		1675 (Road)
22.	Recreational Hall/Party Hall/Kitchen	373.02		-
23.	Varandah/Corridor/Staircase/Lift Lobby	1387.02		-
24.	Terrace	1189.49		-
25.	Glass Walls/Window panes	41.8		-
26.	Toilets/Bathroom	306.24		

CHECK-LIST FOR BID FOR SANITATION SERVICES**DELHI JUDICIAL ACADEMY**

Integrated Complex for Delhi Judicial Academy & National Law University Delhi Sector-14, Dwarka, New
Delhi-110078

Ph. 28036683, 28036684

Website: www.judicialacademy; E-mail: dja@nic.in

S.No.	Documents asked for		For Official Use
1	Certificate of registration under Companies Act, in case the Bidder is a Company.	Certificate No._____	
2	Certificate of registration under the Partnership Act of the partnership firm, in case the Bidder is a Partnership Firm registered under the Partnership Act.	Certificate No._____	
3	Permanent Account Number	No._____	
4	Goods and Service Tax Registration No Certificate No._____	GST No_____	
5	Self attested copy of valid ESI Registration No.	ESI No._____	
6	EPF Registration No.	EPF Registration No.____	
7	Copy of EPF Account Number, (in case it is different from EPF Registration No at Sr. No. 6 above)	EPF Account No_____	
8	Income Tax Returns for the Assessment year 2016-17, 2017-18 and 2018-19	-	
9	Audited Balance Sheets corresponding to the Income Tax Assessment year 2016-17, 2017-18 and 2018-19	-	
10	Eligibility as to Financial Capability as referred	-	
11	Experience as referred in para No. 8.2.1 of the tender document	-	
12	Registered address, in case Bidder is a Company under the Companies Act	-	

13	Official and residential address of the Directors in case Bidder is Company registered under the companies Act.	-	
14	Registered address of a Firm, registered under the Partnership Act.	-	
15	Address of the registered Partners of the Partnership firm, in case Bidder is Partnership Firm.	-	
16	Address of the place of business, in case Bidder is Proprietor Firm.	-	
17	Residence address of the Proprietor, in case Bidder is a Proprietorship Firm	-	
18	Letter of Authority, authorizing a person(s) to represent the Bidder during the tendering process giving his full name, designation, address, contact no.	-	
19	Details of ISO Certification (if any)	ISO Certificate No. _____	
20	Bid Security (EMD) as per NIT	FD No. _____ issued by (name of Bank) _____	
21	Technical Bid (Annexure II)	-	
22	Undertaking on a Stamp paper of Rs.10/- (Rupees Ten Only) (Annexure-VI)	-	

Signature of the Bidder
(Name and Address of the Bidder with Seal)
Telephone No

Date :

Place :

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

UNDERTAKING

(To be stamped in Rs. 10/-)

To

(Designation and Name of the concerned Department)

Name of the firm/Agency _____

Name of the tender _____ Due date: _____

Sir,

- i) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- ii) This is to certify that I/We before signing this Bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.
- iii) I/We shall abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, and Gratuity etc.
- iv) I/We shall bear the expenses of providing uniform, kits/ livery tools as required by the tender and also, if anything else is required under any law and also give them other applicable allowances as may be required under any law.
- v) I/We shall provide trained sanitation/housekeeping Supervisors and workers.
- vi) I/We hereby undertake that our Sanitation/Housekeeping Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs.15,00,000/- (Rupees Fifteen Lac Only). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.
- vii) I/We do hereby further undertake that the tender shall remain valid open for acceptance for a period of 120 days from the last date of submission of bid.
- viii) I/We do hereby further declare that the firm/agency/company, any of its associates, predecessor in interest has never been blacklisted by any Govt. Department or Autonomous bodies or Govt. Undertaking.
- ix) I/We do hereby declare that neither any of our Directors, Partners/Proprietors, Partnership firm or Company is facing any criminal trial in Delhi or elsewhere in India.
- x) I/We are not involved in any litigation in courts in Delhi or anywhere in India
or
- xi) I/We are involved in litigations, the details of which are being provided herein below:-
(provide the complete details including the names of the Court(s) _____)

(Signature of the Bidder)
Name and Address of the Bidder
Telephone No

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Ph. 28036683, 28036684
Website: www.judicialacademy; E-mail: dja@nic.in

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day _____ Month)_____(Year) between the Lieutenant Governor of Delhi through the Delhi Judicial Academy hereinafter called “the Academy”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called “the Contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Sanitation/Housekeeping Services to the Academy for providing a neat and clean environment to the Academy.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a) Letter of acceptance of award of contract;
 - b) Terms and Conditions as stipulated in Tender document;
 - c) Notice inviting Tender;
 - d) Technical Bid & Financial Bid;
 - e) Scope of work;
 - f) Addendums, if any; and
 - g) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Academy to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Academy to execute and provide the Sanitation/Housekeeping services *w.e.f* _____ as per the provisions of this Agreement and the tender document.
4. The Academy hereby covenants to pay the Contractor in consideration of the above sanitation/housekeeping services in terms of this agreement and the tender document, the contract price i.e. the same stated in the letter of acceptance given by the Contractor subject to all other conditions related to the payments having been complied with.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
Signature of the authorized official
Name of the official Stamp/Seal of
the Contractor
By the said _____
Name on behalf of the Contractor in
the presence of :
Witness _____
Name _____
Address _____

Telephone No. _____

For and on behalf of the Academy Signature of the
authorized officer Name of the Officer Stamp/Seal
of the Officer
By the said _____
Name on behalf of the **Delhi Judicial Academy** in
the presence of:
Witness _____
Name _____
Address _____

Telephone No. _____

ANNEXURE – VIII

LIST OF MAN POWER , MACHINES AND CLEANING AGENTS & CONSUMABLES

a) **MANPOWER (IN TWO SHIFTS)**

SL.NO.	Designation	Minimum nos.
1.	Supervisor	2 (1 male & 1 Female)
2.	Sanitation Staff	30 (Minimum 30% female staff)

b) **MACHINES**

S.No.	Unit	Description	No	Utilization Area
1	Nilfisk Or Taski Combimat or Equivalent	Auto Scrubber Drier	4	Daily scrubbing Drying of all confined area floors at all the level
2	Nilfisk Or Taski Combimat or Equivalent	Single Disc scrubber machine	2	Scrubbing polishing hard floors and for hard floors
3	Nilfisk or Taski high Pressure or equivalent	High pressure water jet	2	Cleaning/washing of toilets, red store, porches etc.
4	Nilfisk or Taski Bora or equivalent	Commercial vacuum cleaner	4	Daily dusting & vacuuming needs at various carpeted area and other general cleaning
5	Nilfis or Taski or equivalent	Scrubber/polishing	2	Scrubbing and polishing of hard floor
6	Standard quality	Glass cleaning Kit	4	Cleaning of window glasses, mirror etc.
7	Standard quality	Telescopic rod 6 mtr, 9 mtr	02	Cleaning glasses at height

c) **MATERIALS**

Sr. No.	Work	Name of Brand	Qty. per monthly/ltr./Kg./unit
1	Cleaning agents of standard company for WC's, urinals pots etc.	ISI Brand or Equivalent to brands like Phenyl Gainda, Trishul, etc.	160
2	Detergent of standard company for cleaning, wash basin, sink, refrigerator and other items.	ISI brand or equivalent to brand like Nirma, Surf	40
3	Liquid soap of standard company	ISI brand or equivalent to brands like Fem, Homocol, Dettol, Savlon	100
4	Anti-bacterial disinfection of standard company for cleaning toilets, bathroom, kitchen and pantries	ISI brand or equivalent to brand like Iyzol	100
5	Glass cleaning liquid of standard company	ISI brand or equivalent to brand like Colin	40
6	Deodorizer of standard company	ISI brand or equivalent to brand like premium, Odonil	60
7	Air-fresheners/Aerosols (Eco-friendly) of standard Company	ISI brand or equivalent to brand like premium Fresco	40
8	Urinal cubes	Standard company/ISI brand	70
9	Nepthaline Ball	Standard company/ISI brand	15
10	Bleaching powder	Standard company/ISI Mark	50
11	Mosquitoes/insect killer	Standard company/ISI mark or equivalent or brands like Hit	35
12	Other items- soft brooms, hard brooms, floor duster, hand duster, scrubber, mug, wiper big, toilet bursh, broom sticks, bucket, hand gloves, dry mop kit, iron patti, dust pan, polythene bag		In adequate quantity

**EVALUATION CRITERIA FOR FINANCIAL BID
POINTS**

In case 2 or more Agencies quote the same rate, the lowest bidder shall be selected, who get the more points in the following evaluation criteria:

Description	Criteria	Marks	Remarks
1. Annual Value of Security Contracts undertaken in last three years	50 Lakhs to 1 Crore	2	
	Above 1 Crore and Below 1.50 Crore.	3	
	Above 1.50 Crore and Below 2.00 Crore.	4	
	Above 2.00 Crore	5	
2. Annual Turn over	50.00 Lakh to Rs. 1.00 Crore	2	
	Above 1.00 Crore and Below 2.00 Crore	3	
	Above 2.00 Crore and Below 3.00 Crore	4	
	Above 3.00 Crore and Below 5.00 Crore	5	
	Above 5.00 Crore	6	
3. Experience	3 Years	2	
	3 to 4 Years	3	
	4 to 5 Years	4	
	5 to 7 Years	5	
	More than 7 Years	6	

Note : The decision of the Competent Authority shall be final in this regard.

DECLARATION FOR FAIR BUSINESS BY THE SECURITY AGENCY

Name of the firm/Agency_____

Name of the tender_____

I _____ Son/Daughter of _____ /
W/O _____ R/O _____ hereby confirm and
declare that my/our firm/company M/s..... is not
blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or
Government Company/Govt. Department from participating in the tender as on date. In case
at any stage, it is found that the information given by me is false/ incorrect, the Delhi Judicial
Academy shall have the absolute right to take any action as deemed fit/ without any prior
intimation to me.

Signature of the Bidder _____
Name & Address _____
Rubber Stamp _____

The Director (Admn.),
Delhi Judicial Academy,
Sector – 14 Dwarka
New Delhi – 110078